



Citrus Invoicer

User's Manual

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Overview

Citrus Invoicer is a general purpose Invoicing program which can be used by almost any type of company.

The basic routines are:

- **Create and Print an Invoice**
- **Create a Partial Invoice**
- **Create a Narrative Invoice**
- **Reprint a Completed Invoice**
- **Print an Invoice Summary Report**
- **Print an Item Sales Report**
- **Print a Tax Collected Report**

The Main Menu Screen



This screen has two routine groups; *invoicing* and the *creation and reports*. Options are grayed out if not available at the time.

This is usually because no file with data used by that routine exists.

For example, if you have no partial invoices, the option will not be available.

Click the radio button for the option you wish to perform, followed by clicking the **Goto** button, the Selected Routine will begin.

The menu across the top allows you to edit the data on the setup screen, order forms and download the latest version of the program.

The Invoicing Routines

Create and Print an Invoice

Prior to creating your 1st Invoice, you create four lists; Inventoried Items, Custom Items, Services Offered and Labor Rates.

You create at least one customer record. Customer Records are saved and can be recalled at any time.

After you select a customer, the Invoice Screen is displayed.

All Inventoried Items, Custom Items, Services and Labor are presented in drop-down lists for easy selection.

Select an item, (the price is automatically entered), enter a quantity.

Item posts to the invoice body.

Continue.....

When all items are entered, enter Shipping, Handling, then print it.

Taxes are automatically calculated.

You can tax Inventoried Items, Custom Items, Services and/or Labor.

You set the Tax Status of each category once.

Tax Collected Information is stored and a Report can be printed by date range.

Partial Invoice

Creating a Partial Invoice is identical as above with the exception of completing and printing. At any time during the creating process, you can stop, save the invoice data up to that point, print a draft version and exit. The invoice data can be recalled and you can continue to add to the invoice. Today's date is inserted for each item in the grid to show when it was added to the invoice. Service Item dates and all previous dates are not modified.

Create a Narrative Invoice

A Narrative Invoice is where you wish to create a narrative describing multiple items (such as services performed) for a single price.

EG: We Cleaned Gutters, washed windows, repaired down spout, pressure washed your driveway and walkways.

You enter a single price.

You select whether or not to Tax the total amount.

Reprint

A **completed invoice** can be reprinted. Select it from a list, click *Reprint*.

The Reports Routines

Invoice Summary Report

As Invoices are printed (Completed), invoice data is recorded. You can view and print an invoice report containing the invoice number, creation date, customer data, invoice total, taxes collected and discounts offered.

Item Sales Report

Item Sales data is recorded by each invoice and can be viewed and printed. You can see how many of any item has been sold during any date range, and also the invoice numbers for each product.

Tax Collected Report

When an invoice prints, the Tax (es) collected are recorded and can be viewed and printed via this routine.

Getting Started

When you 1st run the program, you need to enter some basic information. The *Welcome Screen* (not shown) will be displayed and then the *Setup Screen* will be displayed where you enter:

Business Information, Invoicing Information,
and select a Logo if desired.

Business Information – Enter Street Address, City State, etc for UAS Style, or switch to International Style Address. This selection also dictates Customer Address style as well.

Invoicing Information – During the setup process, enter the tax types (Headings) and rates for each. The program allows for 2 tax rates. (You can create a graduated tax rate if needed). You can select to tax Inventoried Items, Custom Items, Services and/or Labor. You can select the colors for form borders and text, as well as text font.

An invoice can be printed with a tear-off Remittance Slip by using paper known as Perforated Response Paper. You can use plain paper as well. Ordering information and procedures are available on the setup form.

Return to the *main menu* and create Inventoried Items, Custom Items, Services and Labor Rate files.

- **Inventoried Items** – Descriptions, Category, Cost, List Price, On hand Quantity, Discount Prices and Discount Quantities, when entered on an invoice, the amounts are decremented
- **Custom Items** - Descriptions, Cost, List Price, no inventory control for these items.
- **Services** – Description and Pricing
- **Labor Rates** - Create up to 3 specialized rates

Inventoried Items – Create a list of Items you sell. As you add items to an invoice (and complete it), the On-hand quantity will be decremented. An alert will be displayed if the quantity falls to the reorder at level or below. Enter items into a category for easy selection when creating an invoice.

You can use Citrus Inventory to create a Purchase Order to replenish the item, or you can merely change its on-hand count manually.

Only Inventoried Items will appear in **Item Sales Reports**.

Services – Create a list of Services you offer and invoice. Services are not tangible items.

Labor Rates – You can create up to three labor rates for specialized labor such as a rate for a plumber, a different rate for a Helper and so forth. If you do not have specialized labor, create one general labor rate.

Creating an Invoice

Select the *Create a Customer Invoice* radio button from the main screen.
The customer selection screen is displayed.
You can select a customer from your customer list or from a saved proposal.

Customer Information – The 1st step in creating an invoice is to select a customer. The 1st time you run the program, you may not have any customer records and you will be prompted to create one.

A CUSTOMER RECORD IS SAVED WHEN YOU PERFORM ANY ACTION FROM THE CUSTOMER SCREEN SUCH AS ADVANCING TO THE NEXT CUSTOMER. TYPING OVER DATA IN A FIELD, SUCH AS STREET ADDRESS, WILL MODIFY THE CURRENT RECORD, NOT CREATE A NEW RECORD.

To create additional records, select *Files* then *Add a New Customer* from the menu selection at the top of the window.

Select a customer from the customer list.
See Page 12 (The Customer Screen) for full details on creating, modifying, deleting customer records and Auxiliary Customer Data

Once the Customer is selected, click the invoice note pad image and the invoice screen will be displayed.

Creating the Invoice Header

The Invoice form has three main windows, **Invoice Setup**, **Invoice Creation** and **Print Setup**.

You can toggle the windows with the menu selection “Open Windows”.
You can use this toggle to review the invoice as you create it, go back and change entries.

As you begin to create an invoice, the **Invoice Setup Window** is opened.
Here you can enter “**To the Attention of Information**”, a PO or **Reference**, and change the **Invoice Number**, if desired.

The Invoice Number must be numeric and will increment when the current invoices prints correctly.

You can activate or deactivate **volume pricing** on any invoice.
(Each inventoried item has a per unit price, a volume price, and a quantity at which the volume price will be used)
You create volume discounts when you create Inventoried items.

If a customer is tax exempt, tick the **Account is Tax Exempt** checkbox.
During setup, you entered 1 or 2 tax headings and rates.
The Primary Rate and Heading are displayed and can be changed.
There might be an occasion where you sell to a locale where a 2nd tax rate may not apply.
Reset the Apply 2nd Tax Rate is needed.

You can load a **Template** or select items manually at this point.
To start with a blank invoice body, click *Continue*.

Loading from a Template

(See **Save as Template** later in this document).

If templates exist, the **Template Selection** box is displayed. You can populate the invoice by selecting a Template from the list. Click on a **template file name** in the list to select it, click the **Load** button. Click **Continue**.

Once the Template is loaded, you can add items, print or save the invoice. You can also save the Template as a new Template or save it as the existing Template with the additions or deletions that you just made.

NOTE: All Template names have a suffix of *.txt*. That just means that the file is a text file. Do not enter *.txt* when saving a new Template. (.txt is automatically added).

Creating the Invoice Body

When you select **Continue**, the **Invoice Creation Window** is opened.

This is where you populate the invoice.

You can select inventoried items, services, labor, or you can enter an item manually (see below).

Entering Inventoried Items

Click **Add to Invoice** then **Inventoried Items** from the drop down menu.

The Inventoried Items Window will open at the top of the invoice.

The box on the right contains all item categories. Click a category to load items into the items list.

Select an item you wish to add to the invoice. The price will be selected automatically.

Enter units sold. Click **Post to Invoice**.

Quantity discounts are automatically calculated and applied unless you deselect this option with the Check Box during invoice setup.

Entering Custom Items

Click **Add to Invoice** then **Custom Items** from the drop down menu.

The Custom Items Window will open at the upper-right of the invoice.

Select an item you wish to add to the invoice. The price will be selected automatically.

Enter units sold. Click **Post to Invoice**.

Entering Services

Selecting services is identical as selecting **Inventoried Items** with two exceptions.

1. If the service quantity is left blank, it will default to (1).
2. The calendar date is added to the invoice in the service Date field.
(Click the date before posting the service to the invoice)
(You can add a date to any other item, labor or manual entry if you wish)

Entering Labor

Click **Add to Invoice** then **Labor** from the drop down menu.

Enter Hours in any of the three Hours Boxes. Click **Tabulate** then **Post to Invoice**.

Entering an Item Manually

Click **Add to Invoice** then **Manual Entry**. The **Add Manually Window** opens.

Enter a description. Tick the checkbox if this item should be taxec.

Enter a price, enter a quantity.

Click **Post to Invoice**.

NOTE: A long description may not completely appear in the grid. That's okay. It will print completely on the invoice.

Deleting an Item

An item can be deleted after it has been posted to the invoice.

Left click the item in the grid to select it.

Right click to display the delete item prompt. Click **Delete Item** then confirm deletion by clicking *Yes*.

Note: If you are using **Discount Volume Pricing**, changing quantity or price is not recommended; better to delete the line item and re-enter.

Changing an Item Quantity

An items quantity can be changed after it has been posted to the invoice.

Left click the quantity column of the item in the grid to select it.

Press the keyboard **<Backspace>** key. The quantity will be cleared.

Enter the new quantity; press the keyboard **<Enter>** key.

Changing an Item Price

An items price can be changed after it has been posted to the invoice.

Left click the Unit Price column of the item in the grid to select it.

Press the keyboard **<Backspace>** key. The Unit Price will be cleared.

Enter the new price; press the keyboard **<Enter>** key.

Changing the Unit Price will override any Volume discount pricing for this item.

Entering a Narrative (this is not a narrative invoice)

Click **Add to Invoice** then **Narrative**. The **Narrative Window** opens.

If you have previously saved a **Narrative Template**, it will appear in the *Narrative Box*.

If not, or if the template is not suitable for this invoice, then create a new narrative.

Use the Narrative Feature to convey information specific to this invoice, such as details of work performed, warranties, rebates, etc.

NOTE: YOU MUST SAVE THE NARRATIVE FOR EACH INVOICE.

THE TEMPLATE IS NOT AUTOMATICALLY APPLIED TO THE CURRENT INVOICE.

Entering a Memo

Click **Add to Invoice** then **Memo**. The **Memo Window** opens.

If a memo has been created previously, it will appear in the memo box in the upper left.

If not, you can create and save a memo.

A memo applies to all invoices. It should not be invoice specific or convey any terms, conditions, specific instructions, payment information, etc.

Use the memo feature to convey a seasonal greeting, general instructions etc.

Add the memo to the current invoice by ticking the **Add Memo to current Invoice** box.

Click **Save for this Invoice** button.

Completing the Invoice

The **Continue Button**

When invoice items are complete, click the *Continue* button.

The Invoice **Creation Window** will close and the **Print Setup Window** will open.

The **Complete Later button**

You can save a partial invoice at any time. Click the **Complete Later Button**.

The **Invoice Creation Window** will close, and the **Main Menu Screen** will be

displayed. The **Add to an Partial Invoice** option will now be available.

The **Save as Template (this is not a Narrative Invoice)**

To create a Template, add items to an invoice as you would with any invoice. The customer data is not saved, only the body of the invoice (items, quantities, prices, and extensions).
Click the **Save as Template** button. The **Save Template Name input box** is displayed. Enter an appropriate name for the template and click OK.

The **Return to Menu button**

You can exit the invoice creation by clicking the **Return to Menu** button. No data is saved.

Finalizing the Invoice

Clicking the **Continue** button (above) opens the **Print Setup Window**.

Terms

Directly below the invoice image is the **Invoice Terms** box. If you have saved terms previously, the box will contain your default terms. Ensure these are the terms you wish to apply to this invoice.

If not, drop down the box and select different terms.

You can save any selection as your default terms by clicking the **Save as Invoice Default Terms** button.

Discount

You have three Discount options; none, Direct (flat) or calculated and time limited. Select the radio button that meets your needs.

None – No discount will be offered.

Flat Rate – Enter a discount amount and it will be directly subtracted from the invoice.

Calculate – Select a (%) and the number of days the discount is valid. This amount IS NOT deducted from the invoice. It is shown as a discount offered on the invoice.

Shipping

If you wish to add shipping details, click the **Toggle Shipping Window** button.

You can enter a different Ship To address or use the customer address.

Enter a shipping date and select a carrier.

Tick the Print Ship to Info on the Invoice checkbox.

Click the **Toggle Shipping Window** button to close the window.

Place the cursor in the Shipping box on the **Summary Window** and enter a shipping fee.

Additional Charge

Place the cursor in the **Addl Charge** box on the **Summary Window** and enter a cumulative charge if needed.

Click the **Finalize** button and review the data in the **Summary Window**.

All taxes, discounts, and additional fees are calculated at this time.

If correct, click **Print Invoice**, if incorrect click **Clear Totals/Addons Redo**.

Adding to a Partial Invoice

A **Partial Invoice** is one that you started at an earlier time, saved it, and now wish to add to it.

If any partial invoices exist, the *Add to a Partial Invoice* radio button on the *Main Menu* Screen will be enabled. The *Existing box* will display the number of Partial Invoices that exist.

Click *Add to a Partial Invoice* followed by the *Goto the Selected Routine* button.

The *main screen* will close and the *Partial Invoices* window will open.

The grid contains a list of all Partial invoices. Click on an Invoice in the grid to select it.

Click *Add to Selected Invoice* button. The partial invoice will be loaded to the invoice screen and the invoice screen will be displayed. Click *Add To* and proceed to create the invoice.

Reprint a Completed Invoice

When an invoice is printed for the 1st time, much of the data is saved for reprinting.

If any completed invoices exist, the *View/Reprint Completed Invoices* radio button on the *Main Menu* will be enabled.

Click the *View/Reprint Completed Invoices* followed by the *Goto the Selected Routine* button.

The *main screen* will close and the *Completed Invoices* window will open.

The grid contains a list of all Completed invoices. Click on an Invoice in the grid to select it. The *Invoice Details* window will open. Click the *Re-Print* button.

You can not make changes to the invoice.

NOTE: The **memo** may not be the original; it is not saved from the original invoice.

Clicking the *Print Report* button will print a Summary Report.

When Invoice Images are no longer needed, you can free up disk space by selecting a date and deleting all images prior to that date.

Creating an Invoice Report

Click *Create an Invoice Report* followed by the *Goto the Selected Routine* button.
The Invoice Report screen is presented.
The grid is automatically loaded with all invoices for the current month.
You can select a date range for a report and select all accounts or display an individual account.
You can automatically load the grid with Last Month date range (LM), the current month (MTD), current year (YTD) or Eternity.
Click *Load Grid*.
You can print the contents of the grid by clicking *Print Report*.
When a group of records is no longer needed, it can be deleted by date range.
Select a starting and ending date. All Invoice Summary Records in that range will be deleted.
This does not delete the invoice images for that range. That can be done only via the Reprint Screen.

Creating an Item Sales Report

Click *Create an Item Sales Report* followed by the *Goto the Selected Routine* button.

The window in the upper left will display all Inventoried Items you have created.
Tick each item you wish to include in the report.
Select a Report starting and ending date and click Load Grid, or click a preset.
The bottom left window will display total count of each item selected fro the date range selected.
The upper right window will show invoices where the items were sold.
You can print the windows in report form by clicking *Print Report*.

Creating a Tax Collection Report

Click *Create a Tax Collected Report*.
The Tax Report screen is presented.
The grid is automatically loaded with Taxes collected during the current month.
You can select a date range for a report and select all taxes or either of your predetermined taxes.
You can automatically load the grid with Last Month date range (LM), the current month (MTD), current year (YTD), or Eternity.
Click *Load Grid*.
You can print the contents of the grid by clicking *Print Report*.
When a group of records is no longer needed, it can be deleted by date range.
Select a starting and ending date. All Collected Taxes Records in that range will be deleted.

The Customer Screen

NOTE: Customer records are stored in a file named CustomerData.txt.
It is a **structured text file**, which means each element within the record has a fixed length.

You can view it using any Text Editor such as Notepad, **but do not alter the contents. Modify Customer records only while viewing the Customer Record with the customer screen of any Citrusware program.**

Creating customer records

To create a new customer, click *Files* then *Add a New Customer*. The Data fields will be cleared.

If you change your mind, click *Cancel Add* and the Add routine will be exited.

A customer is either a Business or an Individual.
Select the customer type 1st when creating a new customer.

Business customers have one name field, while individual customers have a title, first name, middle initial and a last name.

Customers appear in the order in which they were created.

Modifying a customer record

Simply type over the data you wish to modify. Taking any action after making changes will save the customer record.

Deleting a customer record

To delete the current customer, click the **Files Menu** then **Delete this Customer**.
Click *Yes* to confirm the deletion and the customer record will be removed from the Customer File.

Finding customers

You can **navigate** through the customer file:

- << returns to the first customer record
- < steps back one Customer from the current record
- > steps ahead one Customer from the current record
- >> steps to the last Customer in the file

You can “**Search**” for a Customer by clicking the “Search by Criteria” Button.

The “Customer Search Screen” is displayed.

Select a *Search Criteria* example - Street Address.

Enter *Search Data* example – Main St

Click Search

All customer records containing the *Search Data* in the *Search Criteria* field will be displayed in the *Customers Found grid*.

You broaden your search by decreasing the search data.

Main will produce Main St, W Main St, Main Ave, Mainland St, etc

You lessen your search by increasing the search data.

123 Main St will produce only 123 Main St

Note the difference between *by Last Name* and *by Business Name*.

Last Name finds individuals, *Business Name* finds businesses.

Searching is not case sensitive, in other words, if you enter *Smith*, all customer records with Smith or smith in the name field will be found (including Blacksmith, Smithson, etc).

Once you have selected the “Search Criteria” and entered the search data, click **Search**. Click on the customer that you wish to select and the customer record will be loaded to the customer screen.

If only one customer record meets the search criteria, it loads automatically.

If no record is found, you can create a new record at this time.

You can “**Select**” a customer by clicking “the From Name List” button.

Clicking “from Name List” displays a dropdown list on top of the Customer Name box.

This list contains all of your customers and is alphabetically sorted.

You can click the arrow on the right side and the list drops down to display all of your customers.

You can scroll through the list to find a customer and click on it to load it.

You can also start typing customer information into the top portion of the list and the next customer that contains what you have typed will be loaded. Continue to type until the correct customer loads.

Press the <TAB> key to hide the list and load the customer.

The “From Name List” button is a toggle button. Clicking it again will hide the Customer Select List.

Customer Auxiliary Data

The Toggle Aux Screen Button displays the Auxiliary Data screen where you can store unique data about each customer account. There are 6 data boxes with Headings.

The Headings apply to ALL customer accounts. (In other words, if you set Heading #1 to “Date Installed”, that’s the Heading #1 for all accounts).

The data, however, can differ for each account.

Once you decide what each data box will contain, delete the Default Heading and type a new heading. Click the Save Headings button when all new headings are entered.

As you select or create new accounts, you can enter Auxiliary Data.

The Clear buttons clear the data box to the left for the current account.